

Designated and Preferred Truck Routes

User Manual

This document is intended to assist the users of the Illinois Department of Transportation Designated and Preferred Truck Routes web application. It details the steps to add, delete, manage and view the Designated and Preferred Truck Routes in Illinois.

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1.0 User Accounts

1.1 Create New User Account

To create a new user account, click on the Register link on the Log In page. The registration process involves three steps of entering information – User Information; Agency Information; and Account Information. Required data items are indicated with a red asterisk. To create the new user account with Administrative permissions, check the User Account Manager option in Step 1.

Step 1 - User Information

Enter First Name, Last Name and Phone Number (click User Account Manager if applicable) then click the 'Next' button.

USER INFORMATION (STEP 1 OF 3)

Use the form below to enter your user information.

* - Indicates required item.

User Information

First Name: *

Last Name: *

Phone:

User Account Manager

Step 2 - Agency Information

Select a Jurisdiction Type, the applicable Agency then click the 'Next' button.

AGENCY INFORMATION (STEP 2 OF 3)

Use the form below to enter your agency information.

* - Indicates required item.

Agency Information

Jurisdiction: *

Agency: *

Step 3 - Account Information

Enter an e-mail address and set an account password then click the 'Create User' button. Users with an IDOT domain account have the option of using their IDOT email and domain password or a different email account.

CREATE A NEW ACCOUNT (STEP 3 OF 3)

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

* - Indicates required item.

Account Information

E-mail: *

Confirm E-mail: *

Password: *

Confirm Password: *

A summary page appears listing the registration details entered.

DESIGNATED AND PREFERRED TRUCK ROUTES Welcome j [\[Log Out \]](#)

Home Admin (1) Account About

USER ACCOUNT SUMMARY

An account was created for **Jennifer**
Username (email):
No phone number was provided.
User Account Manager privileges have been requested.

Jurisdiction: **Municipality**
Agency: **Bloomington**

You will not be able to access this website until your account has been approved. You will be notified via email, once your account has been reviewed.
[Click here, to return to continue.](#)

Once submitted, the registration request will be forwarded on to an Administrator for the Agency or an IDOT District Engineer for approval. The account will not be enabled until an Administrator approves the request. An email will be sent to the email address entered during registration to inform the user the account has been enabled.

1.2 Log In to the website

To Log In to the website and use the truck routes application, enter the User Name and Password for the user account. Optionally, check the 'Keep me logged in' option to remain logged in to the system until the Log Out option in the top right corner of the application is clicked. The user will automatically be logged in to the system each time an internet browser window is opened.

LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

Account Information
Username:

Password:

 Keep me logged in

1.3 Edit Existing User Account

To edit an existing user account, click on the Edit link located at the bottom of the Agency Information section on the Account screen. The Agency Information becomes editable with 'Update' and 'Cancel' options. To save any changes to the Agency Information, click 'Update'. Click 'Cancel' to keep the Agency Information the same and exit edit mode.

The Agency is also able to indicate, via a checkbox, that the Jurisdiction does not have any Preferred Truck Routes to report.

MY ACCOUNT

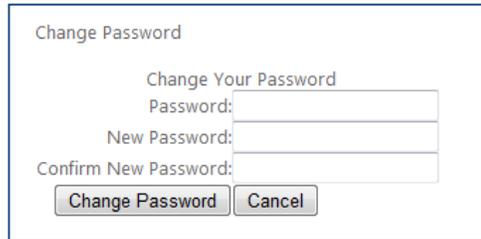
Agency Information

Agency Name	Illinois Department of Transportation
Address	2300 S. Dirksen Parkway
Address 2	
City	Springfield
Postal Code	62764
Phone	2177827820
Email	
Website	http://www.dot.state.il.us
No Preferred Truck Routes	<input type="checkbox"/>

[Edit](#)

1.4 Change Password

A user can change their account password on the My Account screen.



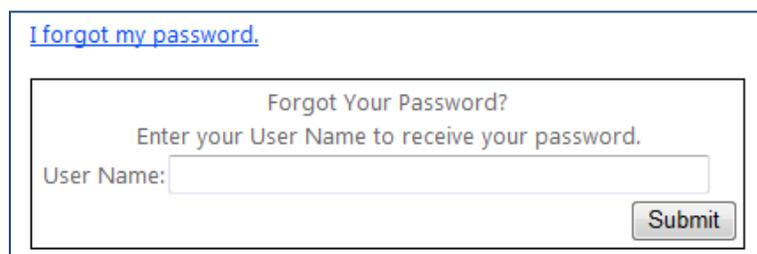
The image shows a 'Change Password' form. It has a title 'Change Password' at the top. Below the title is the instruction 'Change Your Password'. There are three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form are two buttons: 'Change Password' and 'Cancel'.

To change the user account password:

- Enter the current password
- Enter the new password
- Re-enter the new password
- Click the 'Change Password' button

1.5 Forgot Password

To retrieve a forgotten password, click the 'I forgot my password' link on the Log In screen. A textbox will appear for the user to enter their User Name (email address) to receive their password. An email with a temporary password will be sent from the system to the User Name (email address) entered. Once logged in, the User can change their password using the steps detailed in Section 1.4 above.



The image shows a 'Forgot Password' form. It has a title 'Forgot Your Password?' and the instruction 'Enter your User Name to receive your password.'. There is one input field labeled 'User Name:'. At the bottom right of the form is a 'Submit' button.

2.0 Administrator Account

2.1 Approve/Deny new User Registration Requests

Any registration requests from General users within the Administrator’s Jurisdiction will be listed on the Admin page under ‘Accounts Waiting Approval’. An Administrative user will approve or deny the registration request.

The screenshot shows a navigation bar with 'Home', 'Admin (1)', 'Account', and 'About'. Below the navigation bar is the title 'USER ACCOUNT MANAGER ADMINISTRATION'. Underneath, it says 'Accounts Waiting Approval'. A table with the following columns: 'Last Name', 'First Name', 'Agency Name', 'Username / Email', 'Create Date', 'Approve', and 'Deny'. The table contains one row: 'Gorrie', 'Jenn', 'Cass County - Beardstown', an empty field, 'February 28, 2013', a green checkmark, and a red 'X'. Below the table, it says 'No User Accounts to manage'.

Last Name	First Name	Agency Name	Username / Email	Create Date	Approve	Deny
Gorrie	Jenn	Cass County - Beardstown		February 28, 2013		

No User Accounts to manage

2.2 Manage General User Accounts

The Admin page lists the user accounts the Administrator is currently managing. If there are no General User accounts to manage, the message ‘No User Accounts to manage’ will be displayed. If General User accounts exist for the Administrator, they will be displayed in a table. The Administrative User has the ability to Enable or Disable current General User accounts.

The screenshot shows a navigation bar with 'Home', 'Admin', 'Approvals', 'Account', and 'About'. Below the navigation bar is the title 'USER ACCOUNT MANAGER ADMINISTRATION'. Underneath, it says 'Accounts Waiting Approval'. A table with the following columns: 'Last Name', 'First Name', 'Agency Name', 'Username / Email', 'Create Date', 'Approve', and 'Deny'. The table contains two rows: 'Gorrie', 'Jenn', 'Annawan', an empty field, 'February 25, 2013', a green checkmark, and a red 'X'; 'Gorrie', 'Jenn', 'Cass County - Beardstown', an empty field, 'February 28, 2013', a green checkmark, and a red 'X'. Below this table, it says 'Current User Accounts'. A table with the following columns: 'Last Name', 'First Name', 'Agency Name', 'Username / Email', 'Create Date', 'Account Manager', and 'Enable / Disable'. The table contains five rows: 'Gorrie', 'Jennifer', 'Cass', an empty field, 'October 8, 2012', 'True', and a red 'X'; 'Conlon', 'Jim', 'Illinois Department of Transportation', an empty field, 'February 7, 2013', 'True', and a red 'X'; 'De Castro', 'Rey', 'Illinois Department of Transportation', an empty field, 'February 7, 2013', 'False', and a red 'X'; 'Gorrie', 'Jennifer', 'Illinois Department of Transportation', an empty field, 'February 7, 2013', 'False', and a red 'X'; 'Maroon', 'Mike', 'Springfield', an empty field, 'February 7, 2013', 'True', and a red 'X'.

Last Name	First Name	Agency Name	Username / Email	Create Date	Approve	Deny
Gorrie	Jenn	Annawan		February 25, 2013		
Gorrie	Jenn	Cass County - Beardstown		February 28, 2013		

Current User Accounts

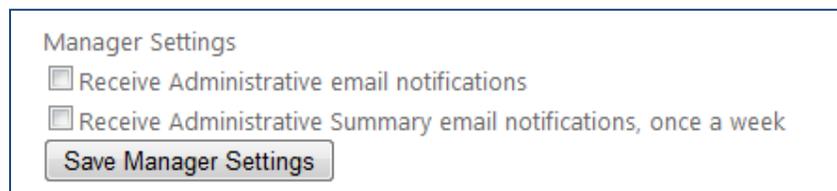
Last Name	First Name	Agency Name	Username / Email	Create Date	Account Manager	Enable / Disable
Gorrie	Jennifer	Cass		October 8, 2012	True	
Conlon	Jim	Illinois Department of Transportation		February 7, 2013	True	
De Castro	Rey	Illinois Department of Transportation		February 7, 2013	False	
Gorrie	Jennifer	Illinois Department of Transportation		February 7, 2013	False	
Maroon	Mike	Springfield		February 7, 2013	True	

2.3 Manager Settings

Administrative users are able to control their email notifications by using the checkbox options on the My Account screen. Users can set preferences for the following options:

- ✓ Receive Administrative email notifications
- ✓ Receive Administrative Summary email notifications, once a week

After setting or changing the email preferences, click the 'Save Manager Settings' button to save the preferences.



Manager Settings

Receive Administrative email notifications

Receive Administrative Summary email notifications, once a week

3.0 Add Truck Route

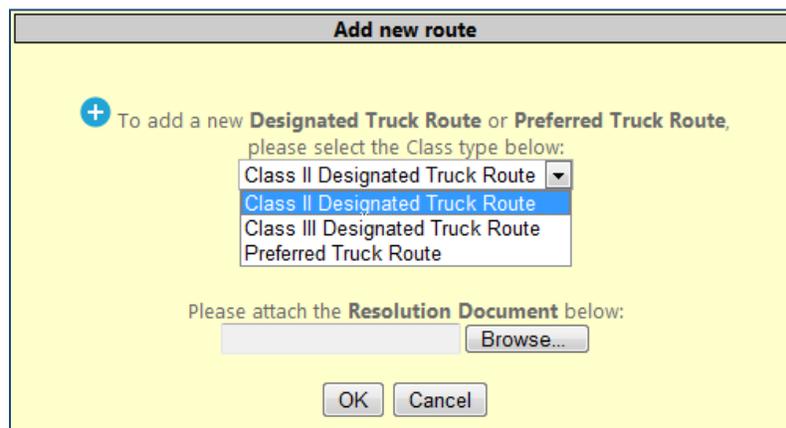
3.1 Add Class II or Class III Truck Route

Note: Class II and Class III Truck Routes cannot be created on State jurisdiction roadways

- a) To add a new Class II or Class III Truck Route, click 'Add new route' on the Toolbar on the Editor page.



- b) Select 'Class II Designated Truck Route' or 'Class III Designated Truck Route' from the drop down on the dialog box that appears.



- c) Click the 'Browse' button to browse to the file location of the Resolution. If a Resolution does not exist, click 'Cancel' until a Resolution is available for the route. A Class II or Class III Truck Route cannot be added without a Resolution document. A message will appear informing the user a resolution must be attached to continue the Add process:

Add new route

+ To add a new **Designated Truck Route** or **Preferred Truck Route**, please select the **Class type** below:

Class II Designated Truck Route ▾

✖ Please select a resolution file to upload.
Please attach the **Resolution Document** (required for Designated Truck Routes only) below:

Street Name:

From Location:

To Location:

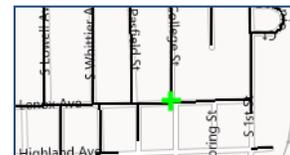
d) Enter a Street Name, From Location and To Location. This information is required to add a new route.

e) Click the 'OK' button once the required information has been entered.

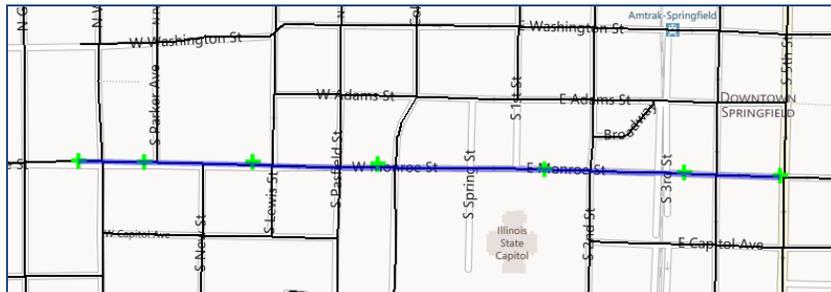
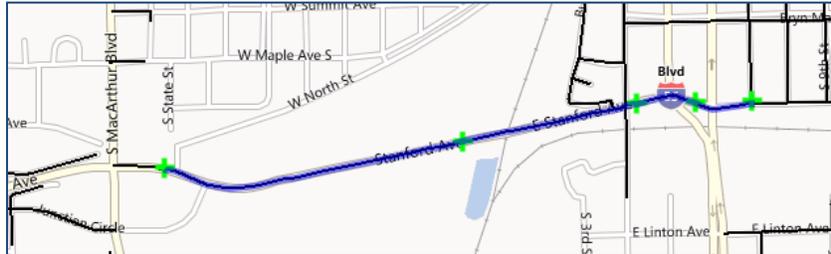
f) A new record has now been added to the data grid below the map. Click on the pencil icon  on the new row in the data grid to change the map to edit mode. The pencil icon has now been replaced with a save icon. 

g) Click on the map to place the starting location of the route.

A green marker is placed at the mouse click location. Zoom in close enough to the black lines to be sure the mouse click is actually on the black line.



- h) Continue clicking on the map to add additional points along the route. The text ‘Validating route...’ will be displayed after each mouse click to ensure the point is on a road belonging to the applicable jurisdiction. A green marker will be placed at each point location and a blue line will appear indicating the route. Examples below:



To undo placement of a route point, click ‘Undo last stop’. This will clear the last point clicked on the map. This tool will continue to remove the most recently placed point each time it is clicked.

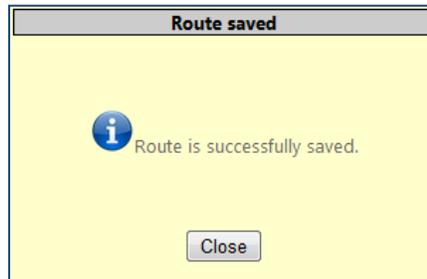
To completely clear the route being created, click ‘Reset map’.



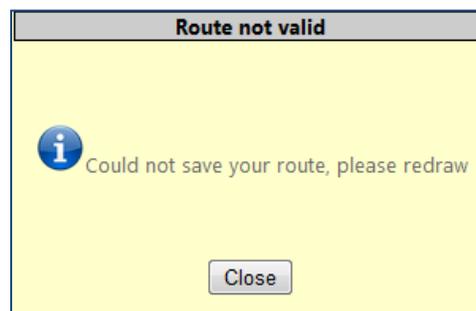
Once the route has been drawn on the map as desired, save the route by clicking on the save icon for the record in the data grid. 

The text ‘Validating route...’ will be displayed as the route is validated and then subsequently saved.

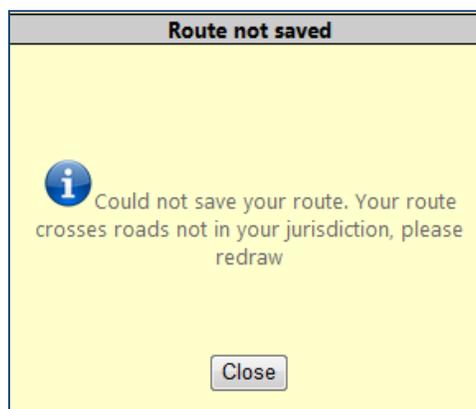
Once the Route geometry, Route Name, From Name and To Name have all been confirmed, a message box will appear confirming that the route has been saved successfully.



If the route is not valid, a dialog box will appear requesting that the user redraw the route.



If the route includes roads not within the user's jurisdiction, an error message will appear.



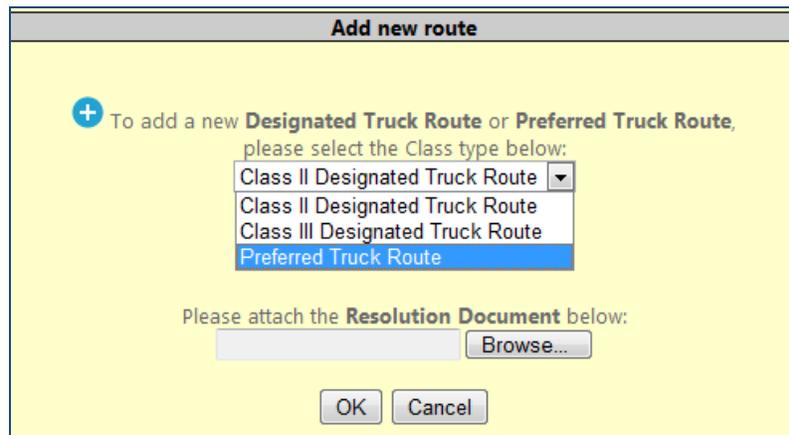
3.2 Add Preferred Truck Route

Note: Preferred Truck Routes cannot be created on State jurisdiction roadways or be coincident with Class II or Class III Designated Truck Routes. If a Preferred Truck Route crosses a Designated Route the Preferred Route will be split into two routes where it crosses the Designated Route.

- a) To add a new Preferred Truck Route, click 'Add new route' on the Toolbar on the Editor page.



- b) Select 'Preferred Truck Route' from the drop down on the dialog box that appears.



- c) A resolution is not required to add a Preferred Truck Route but is optional. If a resolution is to be added, click the 'Browse' button to locate the resolution document.
- d) Enter a Street Name, From Location and To Location. This information is required to add a new route.
- e) Click the 'OK' button once the required information has been entered.
- f) A new record has now been added to the data grid below the map. Click on the pencil icon  on the new row in the data grid to change the map to edit mode. The pencil icon has now been replaced with a save icon. 

g) Click on the map to place the starting location of the route.

A green marker is placed at the mouse click location.



h) Continue clicking on the map to add additional points along the route. A green marker will be placed at each point location and a blue line will appear indicating the route.



To undo placement of a route point, click 'Undo last stop'. This will clear the last point clicked on the map. This tool will continue to remove the most recently placed point each time it is clicked.

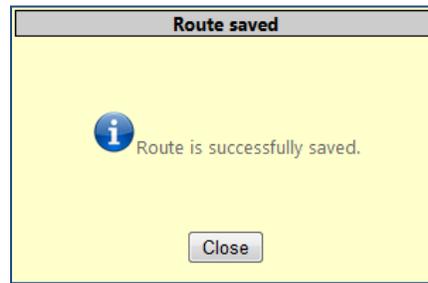
To completely clear the route being created, click 'Reset map'.



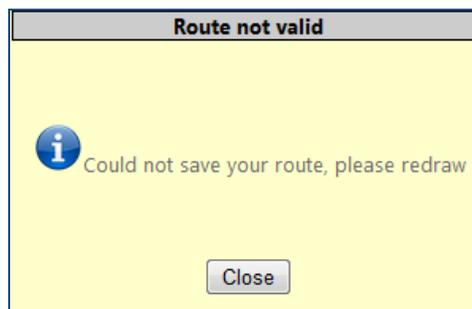
Once the route has been drawn on the map as desired, save the route by clicking on the save icon for the record in the data grid. 

The text 'Validating route...' will be displayed as the route is validated and then subsequently saved.

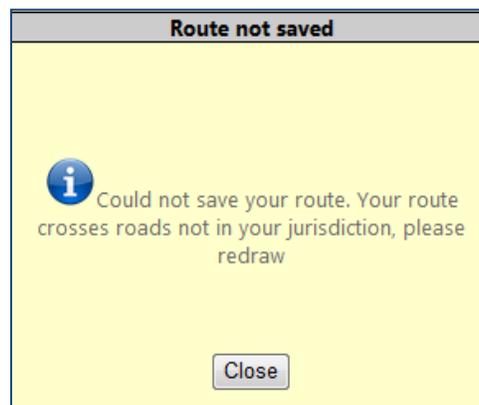
Once the Route geometry, Route Name, From Name and To Name have all been confirmed, a message box will appear confirming that the route has been saved successfully.



If the route is not valid, a dialog box will appear requesting that the user redraw the route.



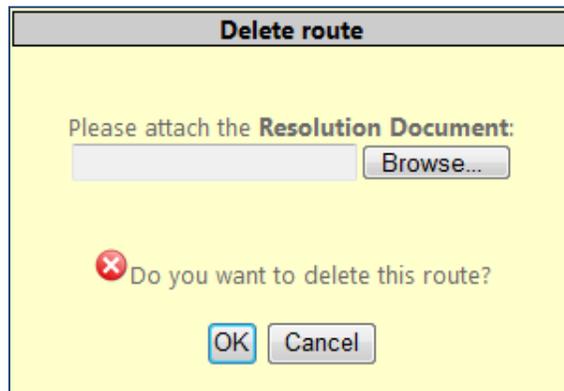
If the route includes roads not within the user's jurisdiction, an error message will appear.



4.0 Delete Truck Route

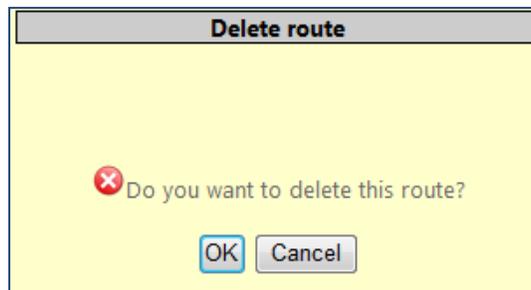
4.1 Delete Class II or Class III Truck Route

To delete a Class II or Class III Truck Route, click the delete icon  on the row in the data grid. A Resolution is required to delete a Class II or Class III Truck Route. In the confirmation dialog box that appears, click the 'Browse' button to attach the Resolution document. Click 'OK' after attaching the document. Click 'Cancel' to dismiss the delete operation.



4.2 Delete Preferred Truck Route

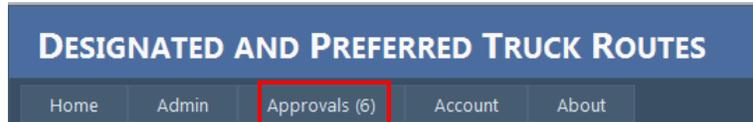
To delete a Preferred Truck Route, click the delete icon  on the row in the data grid. A confirmation dialog box appears. Click 'OK' to continue with the deletion or click 'Cancel' to dismiss the delete operation.



5.0 Route Changes

Each time a new route is added or an existing route is deleted, an Approver must Approve or Deny the change. This user will either be an IDOT District Engineer or an IDOT Central Office employee.

The number of pending Route Changes will be designated on the Approvals tab for the Approver user account.



The Approval Status of all routes is also displayed in the data grid on the Main Mapping page. Users will see the Approval Status of all routes they have access to.

Feature	Delete	Resolution	Street	From	To	Agency	Date Created	Class	Approval Status
			I72	Veterans Pkwy	I4	Illinois Department of Transportation	04/02/2013	Preferred	Not Approved
			Ellington Rd	IL96	36th St	Illinois Department of Transportation	03/20/2013	Preferred	Approved
			I-57	Windsor	Kirby	Illinois Department of Transportation	03/29/2013	Preferred	Not Approved
			I55	Toronto	6th	Illinois Department of Transportation	04/02/2013	Preferred	Not Approved

The Approvals screen is very similar to the Main mapping page. The main difference is that the Approver user will be able to approve a route by checking the green check mark in the data grid. The Approver is also able to view the associated resolution and Zoom to the Feature.

The image shows a map interface with a data grid overlay. The map displays a region with cities like Springfield, Houston, Centerville, Cape Girardeau, Madisonville, and Leitchfield. The data grid below the map has the following columns: Feature, Approve, Resolution, Street, From, To, Agency, Date Created, and Class. The 'Approve' column is highlighted with a red box, and it contains green checkmark icons for the first three rows.

Feature	Approve	Resolution	Street	From	To	Agency	Date Created	Class
			I72	Veterans Pkwy	I4	Illinois Department of Transportation	04/02/2013	Preferred
			I-57	Windsor	Kirby	Illinois Department of Transportation	03/29/2013	Preferred
			I55	Toronto	6th	Illinois Department of Transportation	04/02/2013	Preferred

6.0 Map Tools

6.1 Mouse Wheel Zoom

To Zoom In on the map (show the map with more detail), roll the mouse wheel forward. To Zoom Out on the map (show the map with less detail), roll the mouse wheel backward.

6.2 Zoom Buttons



The user can also zoom in and out on the map by using the Zoom In and Zoom Out buttons located to the left side of the map image. To Zoom In on the map (show the map with more detail) click on the button with the addition sign. To Zoom Out on the map (show the map with less detail), click on the button with the subtraction sign.

6.3 Pan

To Pan the map, hold down the left mouse button and drag the map to the desired location.

6.4 Zoom Full Extent



The 'Zoom full extent' tool on the Editor Toolbar repositions the map to the extent of the user's jurisdiction.

6.5 Highlight Route



To highlight a particular Truck Route on the map, click the Feature icon in the data grid for the applicable data record.

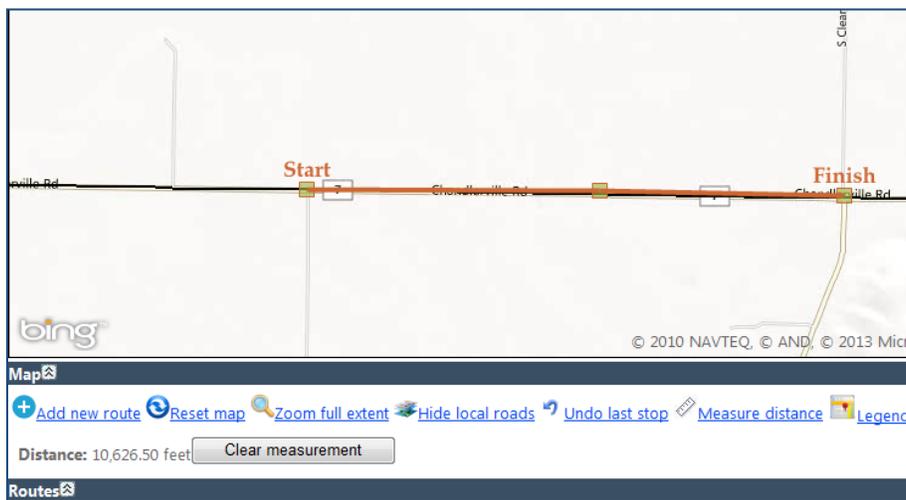
6.6 Display Local Roads

To toggle the local roads visibility on the map, click 'Hide local roads/Show local roads'. The local roads are displayed by default when the map is loaded.



6.7 Measure Distance

To measure a distance on the map, click the Measure Distance tool. Once activated, click the starting location on the map to place a starting point and a 'Start' label. Continue clicking along the road to measure the distance. The last location clicked will have a 'Finish' label placed at the mouse click location. A running total of the distance measured appears below the map tools. Click the 'Clear Measurement' button to clear the points placed on the map.



7.0 Data Grid Features

7.1 Filter Records

To filter the data grid that displays the Designated and Preferred Truck Routes, use the drop down boxes below the data grid.

EISS LN	Adams	01/15/2013	Class III	Approved
30TH ST	Adams	01/15/2013	Class III	Not Approved

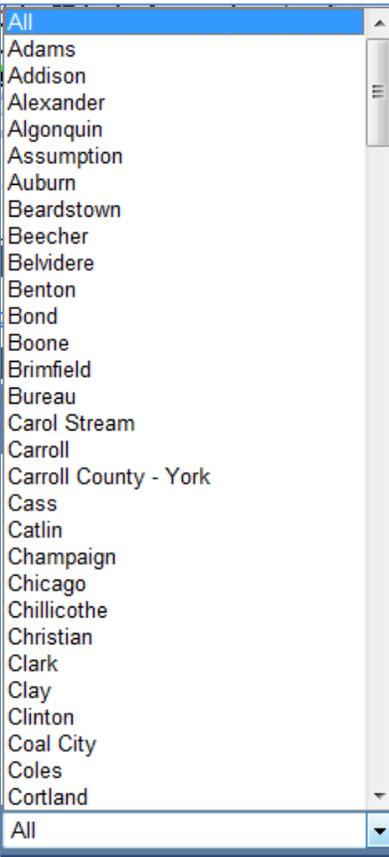
All All

1 2 3 4 ... Last

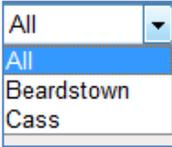
The first drop down box lists the Jurisdictions available depending on the user that is logged in to the application. For example, an IDOT Central user will have all Counties, Municipalities and Townships listed. A County user will see the Municipalities and Townships within their County.

The second drop down lists the type of Truck Route – Class II, Class III or Preferred.

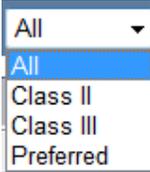
IDOT Central User



Cass County User



Type of Route



7.2 Resolutions



To view the resolution associated with a Class II or Class III Truck Route, click the resolution icon in the data grid for the applicable data record. Preferred Truck Routes do not require a resolution.

If a resolution does not exist for a Preferred Route, no icon will be visible for that record in the data grid.